

ELECTIONS DIVISION

Voter Registration

Rules & Procedures

Individuals and Organizations

v.1 2012



Georgia Secretary of State Elections Division

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http://www.sos.ga.gov/elections

PREFACE

This Voter Registration Guide is published pursuant to the State Election Board's Rules and Regulations governing voter registration for the general public. It is intended to provide private individuals and/or entities conducting voter registration drives with information pertinent to hosting an event in compliance with the laws of the State of Georgia.

Please use this guide along with the Georgia Election Code and the Georgia State Election Board Rules. Citations in this guide refer to the United States Code (U.S.C.), Official Code of Georgia Annotated (O.C.G.A.) or Georgia State Election Board Rules. In all matters, the statutes and Rule are the final authority.

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VOTER REGISTRATION

QUALIFICATIONS FOR INDIVIDUALS REGISTERING TO VOTE

- Must be a citizen of Georgia and of the United States.
- Must reside at the address shown on the voter registration application.
- Must be at least 17 1/2 years of age to register and 18 years of age to vote.
- Must be eligible to vote in Georgia
- No person who has been convicted of a felony may register, remain registered, or vote except upon completion of the sentence.
- No person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.

PROCEDURES FOR COMPLETING THE REGISTRATION FORM

A black or blue pen should be used to fill out the form. Do not use pencil. It is important that the applicant fill out the application completely and legibly.

A person must only register to vote in the county in which he or she lives. If a person moves, he or she must complete a new voter registration application and designate the change of address in the appropriate section. A house number and street name must be provided. Business addresses, P.O. boxes, and rural routes are not accepted as residence addresses for voter registration purposes.

An applicant **must** provide the full Georgia Driver's License number or Georgia State- issued ID number on the application. If the applicant does not have either of these, the last four digits of the Social Security number will be required (OCGA 21-2-225). If the applicant does not have a Driver's License, Georgia State-issued ID, or a Social Security number, then the appropriate box must be checked, and the individual will be assigned a unique identification number.

All registration forms must be filled out by the applicant. Only those applicants who are illiterate or physically disabled may receive assistance in completing the form. The person providing assistance is required to sign his or her name in the appropriate section.

Providing false information on a voter registration application is a felony.

GEORGIA VOTESAFE PROGRAM

State law requires the public availability of voter lists including names and address of registered voters. In 2009, the Georgia Legislature enacted a bill known as the VoteSafe Program to provide for the confidentiality of residence addresses of certain registered voters who have been, or may be, subject to acts of family violence or stalking or currently reside in a family violence shelter. Applicants who are interested in program participation should be directed to the Secretary of State's online VoteSafe website at: sos.ga.gov/votesafe.

VOTER REGISTRATION IDENTIFICATION REQUIRED

One of the following forms of identification is required for registration and a copy must be submitted either with the application or prior to or at the time of voting.

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office or the Georgia Department of Diver Services (DDS);
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID;
- A valid tribal photo ID;
- A copy of a current utility bill;
- A bank statement;
- A government check;
- A paycheck; or
- Any other government document that shows the name and address of the individual registering to vote.

SECURITY OF VOTER REGISTRATION APPLICATIONS

A private entity conducting voter registration activities must keep all completed original voter registration applications in a secure and confidential manner at all times until such applications are submitted to the Secretary of State or the appropriate board of registrars.

COPYING OF VOTER REGISTRATION APPLICATIONS

- Only with the express, written consent of the applicant, may another person make copies of an original voter registration application. Such copies should only be used in aiding the applicant with verifying the timely and proper receipt and processing of his/her application by the applicable board of registrars.
- The services of a commercial copier may be used only if the company agrees to maintain the confidentiality and security of the original voter registration applications as required of the person who received the consent to make the copies.
- A private entity must keep any copies of voter registration applications in a secure and confidential manner at all times and may not disclose any such copies to any member of the public. **Information contained on the application may not be used or retained for commercial purposes.**
- Copies of completed voter registration applications must be securely discarded by the private entity not later than 90 days following the transmittal of the completed voter registration application to the Secretary of State or board of registrars.

TIMELY SUBMITTAL OF APPLICATIONS

All completed voter registration applications must be transmitted to the Secretary of State or the appropriate board of registrars within ten (10) days after receipt of the application or by the close of registration for a primary or election, whichever period is earlier.

If a completed voter registration application is received fourteen (14) days or less before the close of registration, the application should be transmitted to the Secretary of State or the appropriate board of registrars within seventy-two (72) hours of the date of the execution of the application or by midnight on the close of registration, whichever period is earlier.

Transmittal of completed voter registration applications may be accomplished by in-person delivery, mail, commercial courier, statutory overnight delivery, or any other form of delivery that is reasonably calculated to secure and ensure the confidential delivery and receipt of such applications by the Secretary of State or the appropriate board of registrars within three (3) business days after transmittal and within the time frames required by these rules and regulations and state and federal law.

Annual election calendars can be found at: sos.georgia.gov/elections/elections_events.htm.

TRANSMITTAL SUMMARY SHEET

A <u>transmittal summary sheet</u> must be included with the submitted applications. The summary sheet shall include the following information:

- Name of submitting individual
- Name of the entity sponsoring the registration program
- The physical residence or business address of the submitting individual
- The daytime and evening telephone numbers of the submitting individual
- The total number of applications being submitted

If a date stamped receipt is desired, a postage-prepaid, self-addressed envelope should be submitted along with a copy of the completed transmittal summary sheet.

VOTER ELIGIBILITY AND NOTIFICATIONS

Each person submitting an application for voter registration shall be notified of the disposition of such application.

Each voter found eligible to be registered to vote by the board of registrars shall be issued a precinct card which will be sent to the voter by nonforwardable, first-class mail at the mailing address listed on the application. The effective registration date shall be the date the application is received by the county registrar.

In the event that the person is found ineligible to be registered, the person shall be notified of the reason for ineligibility. Such notices shall be sent to the person in writing by nonforwardable, first-class mail at the mailing address listed on the application.

REGISTRATION REQUIREMENTS AND PROHIBITIONS

REQUIRED ACTIVITIES

When engaging in organized voter registration activities:

• Advise each applicant that such applicant has the option to return his or her voter registration application personally to the appropriate board of registrars or to the Secretary of State or to permit the private entity to return it on the applicant's behalf.

- Inform all applicants that they are not officially registered to vote until their eligibility has been determined by the appropriate board of registrars and that, if the applicant has not received notification of the disposition of the application within three to four weeks of submitting the application, the applicant should contact the appropriate board of registrars to determine if such applicant's eligibility has been determined and the applicant's name entered on the official list of electors.
- Inform all Georgia applicants of the availability of an online registration status check and polling place locator service on the Secretary of State's website and encourage all applicants to access it in advance of a primary or election day to verify their registration status and correct polling place at: http://www.sos.ga.gov/MVP.
- Inform all applicants that, if they are registering to vote for the first time in the jurisdiction by mail or through a private entity, they must present current and valid identification either when registering to vote by mail or through a private entity or when voting for the first time after registering to vote by mail or through a private entity.
- Inform all applicants of their right, under certain circumstances, to cast a provisional ballot in the event that their names do not appear on the official list of electors at the polls.

For purposes of compliance with these notice provisions, it is sufficient for the private entity either to post such notices in a conspicuous location at any fixed registration site or to provide such notices in written form to the applicant in a brochure, flyer, or other similar manner at the time of application.

PROHIBITED ACTIVITIES

While engaging in voter registration programs within Georgia, a private entity shall not:

- Represent to any person that the private entity is a representative of the Secretary of State
 or a board of registrars authorized by law to receive voter registration applications in
 person
- Make any statement to an applicant or take any action that the private entity knows or reasonably should know would discourage a qualified applicant from registering to vote
- Refuse to accept and transmit a properly completed and contemporaneously dated voter registration application from any qualified individual
- Be inebriated or otherwise impaired by drugs, alcohol, or other substances
- Conduct voter registration activities at locations where the private entity knows that illegal or criminal activities are being conducted

- Accept a completed registration application from the applicant unless such application
 has been sealed by the applicant, without a signed acknowledgement from the applicant
 that the applicant willingly and knowingly provided the unsealed application to the
 private entity
- Copy a completed registration application without the express, written permission of the Applicant
- Conduct voter registration activities in places where alcoholic beverages are sold and consumed on the same premises

VOTING

CONFIRMATION OF VOTER REGISTRATION STATUS AND POLLING PLACE

All applicants should be notified of the availability of an online registration status check and polling place locator service on the Secretary of State's website at http://www.sos.ga.gov/MVP. All applicants should be encouraged to access this website in advance of a primary or election day to verify their registration status and correct polling place. Voters may also use this website to view a sample ballot for county, state, and federal elections and to track the status of their absentee ballots.

VOTER PHOTO IDENTIFICATION REQUIRED

Georgia law (O.C.G.A § 21-2-417) requires Georgia residents to show photo identification when voting in person. The following are acceptable forms of identification:

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office or the Georgia Department of Driver Services (DDS);
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID; or
- A valid tribal photo ID

The State of Georgia offers a FREE Voter Identification Card for those who do not have an acceptable form of voter ID. A Voter Identification Card can be issued at any county registrar or Department of Driver's Services office free of charge. The Voter Identification Card may be used for voting purposes <u>only</u>.

PROVISIONAL VOTING

Under certain circumstances, voters who do not have with them photo identification may be eligible to cast a provisional ballot.

If a voter does not have any of the forms of identification above when the person goes to vote, such voter may be issued a provisional ballot upon swearing or affirming that he or she is the person identified on the voter certificate. Such provisional ballot shall only be counted if the registrars are able to verify current and valid photo identification of the individual within the legal time period for verifying provisional ballots.

Additionally, if a voter's name does not appear on the official list of electors when voting at the polls, that person may be eligible to vote a provisional ballot.

APPLICABLE GEORGIA STATUTES AND RULES

<u>183-1-602</u>	Rules for Voter Registration by Private Entities
<u>21-2-216</u>	Qualifications of electors generally; evidence of United States citizenship
<u>21-2-220</u>	Registration identification
<u>21-2-225</u>	Confidentiality of original registration applications
<u>21-2-225.1</u>	VoteSafe
21-2-417	Presentation of identification to poll workers; form of proper identification; swearing of statement when unable to produce proper identification; provisional ballots for those; penalty for false statement under oath.

TRAINING

TRAINING OFFERED BY COUNTY REGISTRARS

Training shall be offered by the county board of registrars. <u>Training requests</u> by private entities must be made in writing to the board of registrars. The board of registrars must respond in writing to such requests with a training confirmation, including the date, time, and location such training will take place.

County contact information can be found at: sos.georgia.gov/cgi-bin/countyregistrarsindex.asp

FORMS AND INSTRUCTIONS

The following forms and instructions are supplied in the back of this guide:

VOTER REGISTRATION DRIVE TRAINING REQUEST FORM

COMPLETING A VOTER REGISTRATION APPLICATION

REQUIRED VOTER REGISTRATION NOTICE

VOTER REGISTRATION TRANSMITTAL SUMMARY SHEET

CHECK LIST FOR CONDUCTING A VOTER REGISTRATION DRIVE

Please also review the Secretary of State's Voter Registration Drive web page at: www.sos.ga.gov/elections for additional information and supplies.

VOTER REGISTRATION DRIVE TRAINING REQUESTPlease fill out the top half of this application. Type or Print clearly and use blue or black ink.

1. LEGAL NAME

		YON: Please provide the dans: This information will be taled training.					
		submit this request to your On can be found at					

COMPLETING A VOTER REGISTRATION APPLICATION

In order for an applicant to be properly placed in the correct district for voting, it is important that sections 1, 2 and 4 are completed.

Georgia driver's license or Georgia
ID number must be entered in this
section if the voter has been issued
one. If the applicant does not have
either, the applicant must provide at
least the last 4 digits of their Social
Security number.

For verification purposes, a Valid

If an applicant checks the "no" box on either question, then the voter registration process stops at that moment. The applicant cannot register to vote.

O.C.G.A. § 21-2-561

- If the applicant cannot sign his or her name for whatever reason, the applicant must still make his or her mark on the signature line.

 (Example: "X")
- Anyone who provides assistance to an illiterate or disabled applicant (by completing any portion of this application on the applicant's behalf) MUST sign in this section.
- If an applicant was previously registered to vote in the State of Georgia and has a name change or a change of address, it is very important that the applicant completes this section.

		EORGIA APPLICATION FOR nat of this application by following these direction			
	ADDRESS. Provide residential address MAILING ADDRESS. If mining address MAILING ADDRESS. If mining address and race are requested and are needed to VOTER IDENTIFICATION NUMBI manifer. If you do no have a GA Driver full Social Security manifer is optional agency databases for voter registration is check the appropriate box and a unique OATH Federal law requires that you a application massisted because of physic assisting you MUST sign the signature services and MAPDIAGRAM. If you have in an are locating your apposphale voting precure DELIVERY INSTRUCTIONS: Veriffus form by mail and registering for the together. The application is ready for your your NOT officially registered to a not receive this acknowledgement within	ess is different from residential address, or phone immber is helpful to registration of o comply with the Voting Rights Act of 19 (R. Federal law requires you to provide you is License or GA ID you must provide the Your Social Security manber will be kept dentification purposes. If you do not posse dentifiers will be provided for you. inswer the citaerniap and age questions. Real disability or illineracy, you must either space for person assisting voter, willingness to be a poll worker will have in ete these sections to change the name or at a without house numbers and street name. It.	emplete the mailing address sificials if they have a question 65. but are not mandated by our full GA Drivers License of last 4 digns of your Social Sconfidential and may be used as a GA Drivers License or 3 tead the ooth and sign your nation of the observing on your application iddress of your current voter of a please include a drawing of an infall, remove the tape at a your country voter registration should receive a voter poor on should receive a voter poor, please contact your occurity.	about your ag irw. number or GA county number for GA county number if for compasis focual Security ame. If you ca se signature lin after segistration f your location f your location f your location county	State issued ID r. Providing your on with other state summer please sand the person on. 1 to assist us in ou are submitting ess the edges the mail. If you do
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Required Voter Registration Notice

Applicants have a choice to either personally return the application or permit another person or a private entity to return the application on the applicant's behalf.

Applicants are not officially registered to vote until eligibility has been determined by the appropriate board of registrars. If the applicant does not receive notification within 2-3 weeks after submitting the application, the applicant should contact the appropriate board of registrars for further information.

All applicants must provide to the county registrar one of the forms of registration identification either with the application or prior to or at the time of voting for the first time.

If an applicant's name does not appear on the official list of electors when voting at the polls, that person may be eligible to cast a provisional ballot.

An applicants' registration status and polling place location can be found on the Secretary of State's website at: http://www.sos.ga.gov/MVP

This notice must be posted at the registration site or provided as a handout to all applicants.

Individual Organization			SANIZATION IMARY SHEET	
FROM:	NAME:			
	ORGANIZATION	V:		
	ADDRESS:	treet	City Zip	
	DAYTIME TEL	EPHONE NUMBER	EVENING TELEPHONE NUMI	3ER
	EMAIL ADDRE	SS		
DATE OF VOTER REGISTRA DRIVE		ND END TIME OF REGISTRATION DRIVE	NUMBER OF COMPLETED V REGISTRATION APPLICATI	
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CHECKLIST FOR CONDUCTING A VOTER REGISTRATION DRIVE

Prior to	the date of your voter registration drive:
	Print and review the document "Voter Registration – Rules and Procedures" and/or obtain training from a County Registrar
Have a	available at drive:
	Voter Registration Applications
	"Required Notices" Poster and/or Handouts
	Consent Documents (if making copies of applications or receiving unsealed applications)
	Envelope for mailing applications
	Pens
Return	to county registrar's office or Secretary of State:
	Transmittal Summary Sheet
	Completed Applications
Return	то:
2 Marti Suite 8 Atlanta	ary of State Elections Division in Luther King Jr. Dr. 302 West Towers a, Georgia 30334 56-2871
or Cou	inty Board of Registrars

Contact information may be found at: http://sos.georgia.gov/cgi-bin/countyregistrarsindex.asp